

MAY 9, 2007 MINUTES
RECRUITMENT AND RETENTION COMMITTEE
LOUDOUN COUNTY FIRE RESCUE COMMISSION

MEMBERS PRESENT:

Bill Lyden, R&R Chair, Co.15; Dan Cahill, Co. 11; Bev Taylor, Co. 11; Sheila Brendel, Co. 12; Elaine Walker, Co. 12; Roy Ryman, Co. 13; Kara Brown, Co. 15; Gwen Kjellberg, Co. 15; Karen McQuaid, LCFR Volunteer Program Manager; Chris Lichvar, LCFR R&R Specialist

Bill Lyden called the meeting to order at 1930.

RETIREMENT POINTS AUDIT FOR 2006 RETIREMENT YEAR (11/1/2005 – 10/31/2006):

Membership rosters (as of October 31, 2006) were distributed for companies to be audited this year (1, 2, 5, 11, 15, 16). Karen will look into distributing membership rosters to capture all members in the system between November 1, 2005 and October 31, 2006, but audits will be conducted with the ones passed out at the meeting if newer rosters are not provided prior to the audits. All audits need to be completed by June 30, 2007.

FIRE RESCUE AWARDS BANQUET, MAY 17, 2007:

2007 Annual Award Banquet Program—Detailed

Karen provided Committee members with a detailed program showing what each person would be doing and identifying any holes. Karen also showed a sample program to be distributed to attendees; the Committee thought the program looked good and covered all the bases.

Menus

The Committee reviewed two menu options, one costing \$30 per plate and one costing \$38 per plate. The Committee agreed on the option costing \$30. Responses have been received totaling 280 guests to date. The Committee agreed to use the number of 300 due to people showing up without RSVP'ing. The cost of non-alcoholic beverages will be paid by the Committee (set at \$3 per drink).

Donations

Scott Marks (R&R Committee member from Company 7) stopped by immediately before the meeting and provided two COSTCO gift cards for \$25 each; he could not stay for the meeting due to a work emergency but advised that someone else had used his name to obtain other gift cards and he had them voided. Allie Love previously informed Karen and Bill that she had obtained a few donations from Middleburg, but she was out of town. Dan Cahill had no additional donations to add to the pile previously accumulated.

Registration/Check-in

Sheila, Dan, Gwen and Roy volunteered to check-in guests as they arrive. All four positions will have complete rosters of all invited, highlighted to show who has RSVP'd. It is intended that no one will be denied entry for lack of an RSVP; the Banquet staff will have prepared an additional 10% food to ensure no shortage, and Karen has advised them to have additional seating options just in case. Tickets for the door prizes will be distributed to all those who attend unless the person is obviously a child.

Length of Service Hand Out Assignment

Bev and Gwen volunteered to assist with distributing the length of service pins and gifts.

Door Prizes Hand Out Assignment

Bev, Chris, Gwen and Kara volunteered to assist with passing out the door prizes.

ORIENTATION UPDATE:

None of the participants from the last orientation turned in their Orientation Questionnaire. Upcoming orientations will be conducted on May 22, 2007, and June 21, 2007. Bev, Bill and Gwen will present at the May 22 orientation and Bill, Kara and Roy will present at the June 21 orientation.

POSTERS:

Karen obtained posters were distributed to each Committee member to distribute in their local community. The posters came from materials produced by the Recruitment campaign and are similar to the newspaper advertisements.

CAMPAIGN UPDATE:

Chris provided an update on the referrals for 2007 as follows:

	January 1 – March 31, 2007	April 1 – May 9, 2007
Total Inquiries	49	81
Total Referrals	43	67
	Referrals	Referrals
Company		
1	5	5
2	1	1
3		2
4		2
5		
6	6	12
7		1
8		1
9		10
10	1	
11		5
12	1	2
13	6	8
14	1	3
15	12	14
16		1
17		

TRAINING:

Chris provided information about Training issues. The First Responder class was canceled two days prior to the start of the class due to low enrollment (only four enrolled). The Committee requested that Karen and Chris speak with the Training Department to determine if a system

could be implemented whereby low enrollment could be determined either shortly before the close date for a Training Advisory or shortly after so that Training officers at the stations could be contacted to determine whether anyone else might be interested and either the TD-TR was submitted (without materializing at County) or should have been submitted but was not. Karen and Chris will look into this and will also begin to compile a list of the training officers at each station.

A discussion was had about a request to add content about the County physicals to the Volunteer Orientation. After discussion on the subject, the Committee decided that the County physicals were more of a station issue because members should have physicals by the time they attend the Volunteer Orientation.

The Committee brainstormed about other areas to look into in terms of the Volunteer Orientations. The Committee agreed to begin a process at the June meeting whereby it would look at the Orientations being conducted at the stations and see if a template could be developed to recommend that station orientation include certain areas that may be lacking.

LIST OF FIRE RESCUE ACTIVITIES AND EVENTS:

Karen provided a list of activities at different companies that have been compiled to date. Please review the list and see whether there are any to add. There must be!

LEADERSHIP WORKSHOPS:

No responses were received from Companies in response to an email request. Company 13 expressed interest to Karen via their President and Chief, as well as through Roy Ryman, regarding leadership workshops. Karen will determine what dates may be available to meet with Company 13's officers. She and Bill will meet with them and will advise the Committee in advance in case they wish to be present as well. That information will be presented to the Committee at the June meeting. Additionally, Roy inquired as to whether the Leadership Workshops could be used to assist with the development of the station level orientations. The Committee will determine at the June meeting which Leadership Workshops will be offered this year.

JUNIOR WOMEN'S CLUB OF LOUDOUN:

The Junior Women's Club of Loudoun contacted Karen about the possibility of making Loudoun Volunteer Fire & Rescue the benefactor of their August 18, 2007 auction proceeds. It is not set in stone how the proceeds would be used. They inquired about a possible contact for publishing on their flyers. A few committee members were interested. Karen will reconnect with the group and provide additional details at the June meeting.

The next meeting will be Wednesday, June 13, 2007, at 1930 at the Training Center.

The meeting was adjourned at 2110 hours.